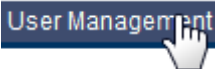USDA United States Department of Agriculture
AgLearn

Notes

Deactivating an AgLearn User Account

By placing a user in an "INACTIVE" status in AgLearn, they will not be considered in any reports or searches of active users. This setting will not be overridden by the nightly CED feed, so deactivating users is a way for administrators to more accurately represent their population while waiting for the CED process to "terminate" the user account.

Caution: Administrators should only deactivate users that are no longer employed by USDA and should **NOT** deactivate users that have simply transferred to another USDA agency. Unfortunately, changing a user's domain WILL be overwritten by the CED feed, so until the documentation of the transfer appears in the CED feed, administrators may see people in their domains that no longer work for their agency.

Step	Activity	View
1.	Click the **User Management** menu.	User Management

Note that the search will be done of all users in an **Active** status. To locate users that have been deactivated in order to activate them, be sure to select the **Not Active** status button.

Step	Activity	View
2.	Enter information into the search fields to locate the user's account.	Last Name: Starts With ▾ Fallow First Name: Starts With ▾ Kathy Middle Initial: Starts With ▾ Role ID: Starts With ▾ User Status: ● Active ○ Not Active ○ Both
3.	Click **Search**.	Search
4.	Click the user record **edit icon**.	User ID: KD998289 User Name ▲: Fallow, Kathy T
5.	In the Basic Information section, click the **Active** check box to clear the box.	Basic Information Active ☐ Last: Fallow First: Kathy
6.	Click Apply Changes.	Apply Changes

If the user is still listed as a supervisor, you may wish to Cancel this procedure until after you have assigned a new supervisor.

Step	Activity	View
7.	Select **Yes** to cancel any active registrations and wait lists.	**Warning Details:** • You are inactivating User BKD99289. Do you wish to cancel all active registrations and waitlists for this User? **Do you wish to proceed?** No Yes